

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: SECURITY SERVICES**  
**/PDX/58/ LOS ANGELES POLICE DEPARTMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title ( Description / Sub Categories / Remarks )	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
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/PDX/58/	O	Original Record Series								
/PDX/58/	O001.	CHANGE OF WATCH DATA	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O002.	CHECK SIGN OUT ROSTER	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O003.	CHRONIC OFFENDER FILE	TO+3	TO+5	DO	N	N	N		
/PDX/58/	O004.	CORRESPONDENCE AND SUBJECT FILES	AR+2	AR+10	DO	N	N	N		
/PDX/58/	O005.	COURT BOOK	CL+2	CL+5	DO	N	N	N		
/PDX/58/	O006.	DAILY CRIME AND ARREST SUMMARY Form 15.6	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O007.	DAILY FIELD ACTIVITIES REPORT Form 15.52	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O008.	DAILY SIGN IN/OUT SHEET Form 15.19	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O009.	DAILY WORK SHEET Form 15.26	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O010.	EMPLOYEE COMMENT SHEET Form 1.77	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O011.	GRIEVANCE FILE	TO+2	TO+5	DO	N	N	Y		
/PDX/58/	O012.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNESS CAL/OSHA	TO+3	TO+10	DO	N	N	N		
/PDX/58/	O013.	MOBILIZATION ROSTER	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O014.	OFFICER LOG BOOK	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O015.	OVERTIME RECAP	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O016.	DIVISIONAL TIMEBOOK Form 15.30	CL+2	CL+5	DO	N	N	N		
/PDX/58/	O017.	PERSONNEL COMPLAINT LOG	TO+2	TO+10	DO	N	N	Y		
/PDX/58/	O018.	PERSONNEL COMPLAINT ENVELOPE Form 1.81.11	TO+2	TO+10	DO	N	N	Y		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION  
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/PDX/58/	O019.	PERSONNEL FOLDERS - DIVISIONAL (TRANSFER TO PERSONNEL DIVISION OR EMPLOYEE'S NEW DIVISION) A. CHANGE OF STATUS B. COMMENDATION Form 1.18 C. DEPARTMENT PUBLICATION RECEIPT Form 1.42 D. DUTY CERTIFICATE Form PDAS 43 E. EMPLOYEE EVALUATION SHEET F. EMPLOYEE'S RECORD FORM Form 1.38 G. EMPLOYEE REPORT Form 15.7 H. EMPLOYEE TRANSFER DATA Form 1.34 I. FLEET SAFETY PEER REVIEW BOARD REPORT Form 1.13.10 J. FLEET SAFETY REPORT Form 1.13 K. HOME GARAGING EMPLOYEE AUTHORIZATION Form 11.35.01 L. INCIDENT REPORT M. INDIVIDUAL UNIFORM AND EQUIPMENT ISSUE RECORD Form 1.41.1 N. INTRADEPARTMENTAL CORRESPONDENCE Form 15.2 O. KEY RECEIPT Form 14.14 P. NOTICE TO CORRECT DEFICIENCIES Form Gen 78 Q. NOTIFICATION OF COMPLETION OF TRAINING R. OFFICE MEMORANDUM S. OFFICER EMPLOYEE INVENTORY T. OPERATOR SECURITY STATEMENT Form 1.58 U. PAYROLL/PERSONNEL CHANGE DOCUMENT Form Gen 41 V. PERFORMANCE EVALUATION REPORT LIEUTENANTS AND BELOW Form 1.78 W. PERMIT FOR OUTSIDE EMPLOYMENT Form 1.47 X. PHYSICAL FITNESS EVALUATION Form 1.31 Y. PROBATIONARY CIVILLIAN EVALUATION REPORT Form 1.78.03 Z. PROBATIONARY POLICE OFFICER WEEKLY EVALUATION REPORT Form 1.78.1 AA. REQUEST FOR LEAVE OF ABSENCE Form 1.36 BB. TEST RECORDS CC. TRAINING SCHEDULES	TE	TE	DO	N	N	N
/PDX/58/	O020.	PERSONNEL ROSTER	TO+2	TO+5	DO	N	N	N
/PDX/58/	O021.	PHYSICAL FITNESS QUESTIONNAIRE	TO+2	TO+5	DO	N	N	N
/PDX/58/	O022.	POLICE SERVICE LOG Form 15.27	TO+2	TO+5	DO	N	N	N

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/PDX/58/	O023.	PROGRESS REVIEW	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O024.	PROJECT FOLDERS	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O025.	RECAP OF DAILY FIELD ACTIVITIES REPORT Form 15.53	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O026.	RECEIPT FOR PROPERTY TAKEN INTO CUSTODY Form 10.10	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O027.	RECORDING TAPE INVENTORY Form 12.40	TO+2	TO+10	DO	N	N	N			
/PDX/58/	O028.	REGISTRY OF DR NUMBERS Form 8.34	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O029.	RESTRAINING ORDER CONTROL LOG Form 15.40 A. EXPIRED RESTRAINING ORDERS	EX+2	EX+5	DO	N	N	N			
/PDX/58/	O030.	SERGEANT'S DAILY REPORT Form 15.48	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O031.	STATISTICAL REPORTS	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O032.	SUBPOENA FILES	CL+2	CL+5	DO	N	N	N			
/PDX/58/	O033.	SUMMARY FOLDER (EMPLOYEE) (TRANSFER TO PERSONNEL DIVISON OR EMPLOYEE'S NEW DIVISION) A. COMPLAINT HISTORY B. OFFICER EMPLOYEE INVENTORY C. PERSONAL AND WORK HISTORY SUMMARY	TE	TE	DO	N	N	Y			
/PDX/58/	O034.	TASER LOG	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O035.	TELEPHONIC REPORT LOG	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O036.	TRANSFER APPLICANT DATA SHEET Form 15.88	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O037.	TRANSFER OF AUTOMOTIVE EQUIPMENT	CL+2	CL+5	DO	N	N	N			
/PDX/58/	O038.	VEHICLE DAMAGE LOG Form 15.67	CL+2	CL+5	DO	N	N	N			

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/PDX/58/	O039.	VISITOR ROSTER Form 6.61	TO+2	TO+10	DO	N	N	N		
/PDX/58/	O040.	WARRANT ABSTRACT LOG	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O041.	WATCH COMMANDER'S DAILY REPORT Form 15.80	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O042.	ABSENTEE PARKING CITATION (BOOKS)	TO+0/03	TO+5	DO	N	N	N		
/PDX/58/	O043.	ACTIVITY REPORTS	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O044.	ADJUSTED TIME REPORTS	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O045.	AMBUSH LOGS	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O046.	APPLIANT FOLDERS A. NOTES B. SWORN / CIVILIAN ADVANCEMENT AND OPPORTUNITIES NOTICE C. TRANSFER APPLICANT DATA SHEET Form 15.88	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O047.	APPROVAL FOR TAKING CITY OWNED VEHICLE HOME AFTER HOURS	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O048.	ASTRO ACTIVITIES / ARREST RECAP	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O049.	BOMB THREAT LOG	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O050.	BOOKING AND DISPO REPORT	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O051.	BUDGET AND CRIME PREVENTION QUARTERLY REPORTS	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O052.	CAL-OSHA INJURY LOG	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O053.	CHIEF'S 24 HOUR OCCURRENCE LOG	TO+2	TO+10	DO	N	N	N		
/PDX/58/	O054.	CITATION CANCELLATION REQUEST form 4.45	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O055.	CITY ATTORNEY INVESTIGATION DAILY ACTIVITY LOG BOOK	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O056.	COMMANDING OFFICER'S OVERTIME RECORD	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O057.	CONTROL LOG, DOMESTIC RESTRAINING ORDERS form 15.40	EX+2	EX+5	DO	N	N	N		
/PDX/58/	O058.	COMPLAINT APPLICATION	TO+2	TO+5	DO	N	N	N		

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/PDX/58/	O059.	CORRESPONDENCE CONTROL RECORD	TO+4	TO+1	DO	N	N	N		
/PDX/58/	O060.	COURT ON CALL LIAISON / COURT CLERK WORKSHEET	CL+2	CL+5	DO	N	N	N		
/PDX/58/	O061.	COURT NOTICE	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O062.	DEPLOYMENT GUIDE	AR+2	AR+5	DO	N	N	N		
/PDX/58/	O063.	DOMESTIC VIOLENCE RESTRAINING ORDER	EX+2	EX+5	DO	N	N	N		
/PDX/58/	O064.	DRUG INFLUENCE EVALUATION form 8.40.2	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O065.	EMERGENCY TRAVEL LOG BOOK	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O066.	EMPLOYEES TIMEKEEPING (FEDERAL REPORT)	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O067.	EQUIPMENT INVENTORY REPORT	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O068.	EQUIPMENT ISSUE CONTROL CARD form 15.65	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O069.	FIELD COMMAND POST CADRE MASTER FILE	AR+2	AR+5	DO	N	N	N		
/PDX/58/	O070.	FIELD COMMAND POST CALL OUT LIST	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O071.	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS	TO+3	TO+10	DO	N	N	N		
/PDX/58/	O072.	FIELD SUPPORT ANALYSIS REPORT	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O073.	FIELD GAS RECEIPT FILE	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O074.	GRANTS FILES	CL+2	CL+5	DO	N	N	N		
/PDX/58/	O075.	GUN DESTRUCTION FILE	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O076.	HAZARDOUS MATERIALS RESEARCH PAPERS	AR+2	AR+5	DO	N	N	N		
/PDX/58/	O077.	LOCKER LOG	CL+2	CL+5	DO	N	N	N		
/PDX/58/	O078.	MOBILE CANTEEN FUND RECORDS	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O079.	NON-TRAFFIC NOTICE TO APPEAR form 5.2.2	CL+0/03	CL+5	DO	N	N	N		
/PDX/58/	O080.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES A. ACCIDENT HISTORY form 4.12	TE	TE+10	DO	N	N	N		

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		B. EMPLOYEE'S REPORT form 15.7									
		C. FLEET SAFETY REPORT form 1.13									
		D. INTRADEPARTMENTAL CORRESPONDENCE form 15.2									
		E. TRAFFIC COLLISION REPORT form CHP 555									
/PDX/58/	O081.	OFFICER'S INDIVIDUAL OVERTIME REPORT	TE	TE+4	DO	N	N	N			
/PDX/58/	O082.	ORDERS, NOTICES, TRAINING BULLETINGS	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O083.	OUTSIDE AGENCY CONDUCTING INVESTIGATION ARREST OR...	TO+1	TO+10	DO	N	N	N			
/PDX/58/	O084.	OVERTIME REPORTS Form 2.24	TO+3	TO+5	DO	N	N	N			
/PDX/58/	O085.	PARADE PERMIT INVESTIGATION FOLDERS	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O086.	POLICE BULLETIN REQUEST / CANCELLATION Form 15.32	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O087.	PROBATION OFFICER'S BOOK	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O088.	PROBLEM PARK NOTEBOOK	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O089.	PROPERTY DISPOSITION / UPDATE REQUEST Form 10.6	TO+1	TO+5	DO	N	N	N			
/PDX/58/	O090.	PURSUIT LOG	TO+1	TO+5	DO	N	N	N			
/PDX/58/	O091.	RECEIPT FOR VALUABLES Form LAC 55	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O092.	RECORDS OF ARRESTS Form 12.12	CL+2	CL+5	DO	N	N	N			
/PDX/58/	O093.	RECORD OF CITATION BOOKS Form 4.15	CL+2	CL+5	DO	N	N	N			
/PDX/58/	O094.	REQUEST FOR MENTAL EVALUATION Form 5.4	TO+2	TO+5	DO	N	N	N			
/PDX/58/	O095.	REQUEST FOR SERVICE Form 15.13	CL+0.03	CL+5	DO	N	N	N			
/PDX/58/	O096.	REQUEST / RELEASE OF CRIMINAL RECORD PAROLE / PROBATION FORM Form 08.42	TO+2	TO+5	DO	N	N	N			

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/PDX/58/	O097.	ROLL CALL TRAINING FILES	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O098.	SAFETY SURVEY CHECKLIST FILE	CL+2	CL+5	DO	N	N	N		
/PDX/58/	O099.	SEMI-ANNUAL EQUIPMENT REPORT Form 15.61	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O100.	SHOTS FIRED	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O101.	STAFF MEETING MINUTES	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O102.	TACTICAL MANUAL	AR+2	AR+5	DO	N	N	N		
/PDX/58/	O103.	TACTICAL MANUAL INVENTORY LIST	TO+3	TO+5	DO	N	N	N		
/PDX/58/	O104.	TACTICAL MANUAL RESEARCH PAPERS	TO+3	TO+5	DO	N	N	N		
/PDX/58/	O105.	TELETYPE MESSAGE NUMBER LOG	TO+3	TO+5	DO	N	N	N		
/PDX/58/	O106.	TIE BAR FILES	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O107.	TRAFFIC ENFORCEMENT REQUEST	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O108.	TRAFFIC NOTICE TO APPEAR (BOOKS)	TO+0/03	TO+5	DO	N	N	N		
/PDX/58/	O109.	TRANSFER DOCUMENTATION	TO+3	TO+5	DO	N	N	N		
/PDX/58/	O110.	TRAVEL LOG	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O120.	UNUSUAL OCCURRENCE AFTER - ACTION REPORT Form 14.14	TO+10	TO+10	DO	N	N	N		
/PDX/58/	O130.	UNUSUAL OCCURRENCE LOG	TO+1	TO+10	DO	N	N	N		
/PDX/58/	O140.	UNUSUAL OCCURRENCE MOBILIZATION PLAN	TO+10	TO+10	DO	N	N	N		
/PDX/58/	O141.	UNUSUAL OCCURRENCE TIME CARDS Form 14.14	TO+10	TO+10	DO	N	N	N		
/PDX/58/	O142.	UNUSUAL OCCURRENCE TIME / WAGE REPORTS	TO+10	TO+10	DO	N	N	N		
/PDX/58/	O143.	USE OF FORCE SUMMARY REPORT Form 1.67.3	TO+2	TO+10	DO	N	N	N		
/PDX/58/	O144.	VACATION SCHEDULES	TO+2	TO+10	DO	N	N	N		
/PDX/58/	O145.	VEHICLE AND EQUIPMENT ASSIGNMENT SHEET	TO+2	TO+5	DO	N	N	N		

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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**City of Los Angeles**  
**Departmental Records Disposition Schedule**  
**Original Records**

**Records of: SECURITY SERVICES**  
**/PDX/58/ LOS ANGELES POLICE DEPARTMENT**

*CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE*

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media	Record Type				
			Office	Total	Code	V	H	C	L	
<p><i>All records shall be retained for a minimum of two years, including records not included in the Schedule items listed below unless a shorter period is otherwise specified by law or a longer period is otherwise required by law, or unless, consistent with state law, a different period of retention is established by order or resolution of the City Council.</i></p>										
/PDX/58/	O146.	Form 15.66 VEHICLE RESOURCES QUARTERLY REPORT	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O147.	Form 15.69 VIDEO TAPE REQUEST LOG	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O148.	VISITING DIGNITARY EXPENDITURES	TO+3	TO+5	DO	N	N	N		
/PDX/58/	O149.	VISITING OFFICER ARREST LOG	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O150.	VISITOR PASSES ISSUED LOG BOOK / HOSPITAL DETAIL	TO+1	TO+5	DO	N	N	N		
/PDX/58/	O151.	Form 15.10 WATCH ASSIGNMENT AND TIMEKEEPING RECORD	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O152.	Form 15.80 WATCH COMMANDER'S DAILY REPORT	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O153.	WATCH RECAP OF TRAFFIC ACTIVITIES	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O154.	OPS ADMINISTRATIVE INVESTIGATIONS	TO+2	TO+10	DO	N	N	N		
/PDX/58/	O155.	CONTRACT SECURITY A. GUARD SERVICES REQUEST FORM B. CORRESPONDENCE C. REQUEST TO USE GUARD SERVICES CONTRACT	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O156.	ID BADGE AUTHORIZATION FORMS	TO+2	TO+5	DO	N	N	N		
/PDX/58/	O157.	REQUEST TO RELEASE RECORDS	TO+2	TO+5	DO	N	N	N		

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